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Approved For Release 2000/08/28 : CIA-RDP78-03568A000500130072-3

9 May 1952

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SUBJECT: Revaluation of WE [REDACTED] Hqs. T/O Slot 1340

1. It is requested that the T/O slot 1340, Secretary-stenographer, position be reallocated from a GS-5 to a GS-6.

2. The incumbent of this position serves as the Secretary for the Operations Officer who is responsible for the directing and administering of a large and complex [REDACTED] project.

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3. The incumbent more specifically performs the following duties and responsibilities:

a. Assists the Branch Administrative Officer in the handling of day to day financial records for all agents working in the project.

b. Performs liaison duties for superior in accordance with the Branch Administrative Policy Officer, relative to security, recruitment, interviewing, briefing of agents as are needed in the development of the project.

c. Develops necessary follow-up reporting information required to keep Branch and Division Chiefs advised as to the status of the accomplishment of the project.

d. Prepares, after necessary research, rough drafts of pouches for field as are required by the requested communication.

e. Maintains geographic records relative to the activity of agents in the field, bringing such information to supervisor attention as requested.

f. Assists Division Logistics Officer in requisitioning of necessary supplies for project, which requires a thorough knowledge of the operation and the status of all previous supply problems.

g. Performs general secretarial duties including taking and transcribing lengthy reports, drafting of communications for field based on knowledge of current operations, prepare all types of documents for signature of DCI, ADPC, DADPC, etc.

h. Performs special assignments for Branch Chief as directed.

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